



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF INFORMATION TECHNOLOGY
LANSING



TERESA M. TAKAI
DIRECTOR

August 4, 2005

TO: George Boersma Dan Lohrmann
 Jack Harris Pat Hale
 Carol Steffanni Karen Tarrant
 Bob Tarrant Ken Theis
 Mike Binkley Dave Borzenski
 Doug Couto Sue Doby
 Lynn Draschil Jim Hogan
 Judy Odett Carol Sherman
 Joel Storch Eric Swanson
 Kurt Weiss

FROM: Teri Takai

SUBJECT: Out-of-State Travel

Due to budget constraints, out-of-state travel requests for the remainder of this fiscal year will not be processed. Any travel exceptions will require my signature for approval.

Please route travel exceptions through the normal channels. Each Executive Team member will then route these out-of-state travel requests through Karen Tarrant for my signature.

In addition, this same process is to be followed through FY 06 for tracking purposes.